Nurse Corps
Loan Repayment Program

Fiscal Year 2020
Continuation Contract
Application & Program Guidance
August 2019

Application Submission Deadline: October 10, 2019, 7:30pm ET

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration
Bureau of Health Workforce
5600 Fishers Lane
Rockville, Maryland 20857

For questions, call 1-800-221-9393 (TTY: 1-877-897-9910) Monday through Friday (except federal holidays) 8:00am to 8:00pm ET.

Authority: Section 846 of the Public Health Service Act, as amended (42 U.S.C. 297n).
Future changes in the governing statute, implementing regulations, and Application & Program Guidance may also be applicable to the Nurse Corps Loan Repayment Program participants.
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PRIVACY ACT NOTIFICATION STATEMENT

General
This information is provided pursuant to the Privacy Act of 1974 (Public Law 93-579), as amended, for individuals supplying information for inclusion in a system of records.

Statutory Authority
Section 846 of the Public Health Service Act, as amended (42 U.S.C. 297n).

Purposes and Uses
The purpose of the Nurse Corps Loan Repayment Program (LRP) is to provide loan repayment assistance to Registered Nurses (RNs) and Advanced Practice Registered Nurses (APRNs), in return for a commitment to work at eligible health care facilities with a critical shortage of nurses or to serve as nurse faculty in eligible schools of nursing. The information applicants supply will be used to evaluate their eligibility, qualifications, and suitability for participating in the Nurse Corps LRP. In addition, information from other sources will be considered (e.g., credit bureau and National Practitioner Data Bank (NPDB) reports).

An individual’s contract, application, required supplemental forms, supporting documentation, related correspondence, and data are maintained in a system of records to be used within the U.S. Department of Health and Human Services to monitor Nurse Corps LRP related activities. The information may also be disclosed outside the Department, as permitted by the Privacy Act and Freedom of Information Act (FOIA), to the Congress, the National Archives, the Government Accountability Office, and pursuant to court order and various routine uses in the System of Record Notice 09-15-0037.

The name of a Nurse Corps LRP participant, discipline, specialty, business address, business telephone number, and service obligation completion date may be provided in response to requests made under FOIA.

Effects of Nondisclosure
Disclosure of the information sought is voluntary; however, if not submitted, except for the replies to questions related to race/ethnicity, an application may be considered incomplete and therefore may not be considered for funding under this announcement.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current OMB control number. The current OMB control number for information collected through this application process is 0915-0140 and the expiration date is 05/31/2021. Public reporting burden for this collection is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information,
including suggestions for reducing this burden to HRSA Reports Clearance Office, 5600 Fishers Lane, Room 14N39, Rockville, Maryland 20857.

**Non-Discrimination Policy Statement**
In accordance with applicable federal laws and U.S. Department of Health and Human Services policy, the Department does not discriminate on the basis of any non-merit factor, including race, color, national origin, religion, sex, sexual orientation, gender identity, disability (physical or mental), age, status as a parent, or genetic information.
PROGRAM OVERVIEW

Read the Application and Program Guidance (Guidance) in its entirety before proceeding with an application. The Guidance explains in detail the rights and obligations of individuals selected to continue to participate in the Nurse Corps Loan Repayment Program (LRP) and outlines the financial, legal, and other consequences of failing to perform the mandatory service obligation associated with the Nurse Corps LRP Continuation Contract Award.

INTRODUCTION

While the supply of nurses differs across geographic regions, there continues to be a need to address the nursing workforce distribution in critical shortage facilities (CSFs) across the United States and its territories. Many factors affect the regional demand for and supply of the nurse workforce. These include population growth, an aging population, overall economic conditions, aging of the nursing workforce, demand for health services broadly and within specific health care settings, and health care reimbursement. The Nurse Corps LRP provides awards to nurses in exchange for a service commitment in a CSF and to nurse faculty serving at eligible schools of nursing.

The Nurse Corps LRP is administered by the Bureau of Health Workforce (BHW) in the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services. The Nurse Corps LRP Continuation Contract extends the Nurse Corps LRP obligation to serve full-time for one (1) additional year at an eligible CSF or eligible school of nursing. It offers current Nurse Corps LRP participants who have successfully completed their initial two-year service obligation, the option to reduce their approved original qualifying educational loan balances by an additional 25% by providing a third year of service. All potential Nurse Corps LRP Continuation Contracts are subject to the availability of funds and are not guaranteed.

ELIGIBILITY REQUIREMENTS AND AWARD PROCESS

Eligibility Requirements

To be eligible for a Nurse Corps LRP Continuation Contract award, an applicant must:

1. Be a current Nurse Corps LRP participant serving full-time at an eligible CSF or eligible school of nursing, as approved by the Nurse Corps LRP under the initial two-year contract;
   a. Applicants are required to review and verify their current service site’s name and address and initiate an electronic Employment Verification Form (EVF). The EVF must be completed by an appropriate official/point of contact (POC) at the approved CSF or eligible school of nursing. This may be the applicant’s immediate supervisor or an employer or Nurse Corps LRP pre-existing authorized agent in the human resources department at the service site;
   b. If the POC does not submit a completed EVF, or the EVF is not completed by the appropriate official, the application is considered incomplete and the applicant will
not be able to submit the application. If the applicant’s authorized POC is not listed, is incorrect, or has changed, the applicant may enter the correct POC’s email address in the “Other POC email” section of the application;

(2) Have a current, full, permanent, unencumbered, unrestricted license to practice as an Registered Nurse (RN) or Advance Practice Registered Nurse (APRN) in the state in which employed or authorized to practice pursuant to the Enhanced Nursing Licensure Compact. All Nurse Corps LRP participants must retain an unrestricted RN or APRN license during the one-year Nurse Corps LRP Continuation Contract service obligation period;

(3) Have applied all the Nurse Corps LRP payments received after federal tax withholding under the initial two-year contract to reduce the original qualifying educational loan balances;
   a. Applicants must submit a loan account statement to show the principal and interest of the current loan balances. The account statement must include the lender’s name, applicant’s name, account number and the current loan balance with principal and interest.
   b. Applicants must submit a Disbursement Report that shows the approved educational loans listed on the Participant Award Worksheet (PAW). Each loan must have its original loan amount, the original loan date, type of loan, and the consolidation dates, if applicable. For federal loans, the Aid Summary Report on the National Student Loan Data System website can be provided instead of the Disbursement Report.
   c. Applicants must submit a Payment History Report detailing all payments made to reduce the original qualifying educational loan balances.

(4) Have no current federal service obligation other than the Nurse Corps LRP. The only exception is for members of a reserve component of the Armed Forces or the National Guard;
   a. Reservists should note the following: Military training or service performed by reservists will not satisfy the Nurse Corps LRP obligation. If a participant’s combined military training and service, or other absences from the CSF or school of nursing, will exceed 7 weeks (35 workdays) per service year, the participant should request a suspension; payments will be stopped, and will resume when the reservist returns to full-time service. The service obligation end date will be extended to compensate for the break in service.

(5) Have a history of honoring prior legal obligations. A credit check will be performed as part of the application review process. Applicants having one or more of the following factors will not be selected:
   a. Defaulted on any federal payment obligations (e.g., Department of Education student loans, Health Education Assistance Loans, Nursing Student Loans, federal income tax liabilities, federally guaranteed/insured loans (e.g., student or home mortgage loans));
   b. Defaulted on any non-federal payment obligations (e.g., court-ordered child support payments, state tax liabilities, mortgage payments); and
   c. Been debarred, suspended, or disqualified by a federal agency from participating in covered transaction

(6) Have met all program eligibility requirements listed in number one through six of this section, be in full compliance with the existing Nurse Corps LRP service obligation, and agree
to work full-time for the duration of the Continuation Contract at the CSF or school of nursing as was approved by the Nurse Corps LRP under the initial two-year contract.

**Eligible Health Care Facility Types**

To be eligible for a Nurse Corps Continuation Contract award, an applicant must be working at an eligible CSF or school of nursing. If the CSF loses its Health Professional Shortage Area (HPSA) designation (i.e., all applicable primary medical care and/or mental health HPSA designations are withdrawn) or changes to a for-profit status; or an eligible school of nursing loses its accreditation or changes to a for-profit status, a participant working at that site will not be eligible for a Nurse Corps LRP Continuation Contract award.

If a participant wishes to change their service site, the individual must request and receive approval prior to applying for a Nurse Corps LRP Continuation Contract. See “Transfer Request to Another Approved Service Site” section below for additional information.

**Nurse Corps LRP Continuation Contract Award Participant Serving as an RN or an APRN**

The CSF must be a public or private nonprofit health care facility located in, designated as, or serving a primary medical care or mental health HPSA. Eligible health care facility types are listed below. Definitions are included in the Additional Information section.

**Hospitals**
- Critical Access Hospital (CAH)
- Disproportionate Share Hospital (DSH)
- Public Hospital
- Private Non-Profit Hospital

**Community-Based Settings**
- Federally Qualified Health Center (FQHC)
- American Indian Health Facilities
- Native Hawaiian Health Center
- Rural Health Clinic
- State or Local Health Department
- Nurse Managed Health Clinic/Center
- Urgent Care Center
- Certified Community Behavioral Health Clinic (CCBHC)
- Free and Charitable Clinics
- End Stage Renal Disease (ESRD) Dialysis Centers
- Ambulatory Surgical Center
- Residential Nursing Home
- Home Health Agency
- Hospice Program
Funding Preferences
If sufficient funds are not appropriated to fully fund all eligible continuation applications, HRSA will apply the statutory preference in the PHS Act Section 846(e) for qualified applicants with the greatest financial need based on their debt to salary ratio.

Qualifying and Non-Qualifying Educational Loans
Participants will receive funds for repayment of outstanding qualifying educational loans. Qualifying loans include government and private (commercial) loans for actual costs paid for tuition and reasonable educational and living expenses. These loans must have been incurred (1) while attending a school of nursing where the applicant obtained a qualifying nursing education, and (2) while taking prerequisite courses at schools other than the school(s) of nursing, provided that the applicant received academic credit for those courses, from the school of nursing where the applicant obtained the qualifying nursing education. If the applicant has consolidated qualifying educational loans with any other debt or consolidated the loans with loans of another individual, the entire consolidated loan is ineligible.

Award Process
Once a participant has submitted a complete, application (which includes a signed Continuation Contract), HRSA reviews the application and supporting documentation to determine if the applicant meets all of the eligibility and award requirements. If a participant is selected for a Nurse Corps LRP Continuation Contract award, the individual’s signed contract will be countersigned by the Secretary of HHS or designee. The Continuation Contract one year service obligation begins once the participant has completed the service obligation under the initial two-year contract.

An applicant may withdraw the application (via the BHW Customer Service Portal) at any time prior to the Secretary of HHS or designee counter-signing the Nurse Corps LRP Continuation Contract. If an applicant fails to commence service on the effective date of the contract, the applicant will be in breach of the contract, and may be placed in default.

UNDERSTANDING THE CONTRACT AND SERVICE OBLIGATION

Service Obligation
Nurse Corps LRP Continuation Contract award service obligation is for one additional year.

Taxes and Financial Implications
(1) Nurse Corps LRP payments are subject to federal taxes. The Nurse Corps LRP will withhold federal income tax and Federal Insurance Contributions Act (FICA) tax (for Social Security and Medicare) from a participant’s award. These taxes will be paid directly to the Internal Revenue Service (IRS) on the participant’s behalf. Loan repayment payments may also be subject to State and local income taxes. Loan repayments paid to the participant after federal tax withholding can only be used to repay qualifying educational loans. These funds cannot be used to pay any state or local taxes.
(2) All Nurse Corps LRP payments and federal taxes withheld will be reported to the participant and the IRS on a Form W-2, Wage and Tax Statement after the end of the tax year. Participants may receive their W-2 either directly through the BHW Customer Service Portal account or through the mail to the address listed in the BHW Customer Service Portal. W-2 forms will be posted online no later than January 30 of each year. If a participant’s W-2 form is not available by that date, submit an inquiry via the BHW Customer Service Portal.

(3) To change your tax withholdings, enter the updated W-4 ‘Employee’s Withholding Allowance Certificate’ information directly in the BHW Customer Service Portal.

(4) HRSA does not provide tax advice. All tax questions should be directed to a tax professional or the IRS through the TAX HELPLINE at 1-800-829-1040.

(5) Under the Treasury Offset Program, the Department of the Treasury is authorized to offset the Nurse Corps LRP payments for applicants that are delinquent on federal and state debts, including child support.

SERVICE REQUIREMENTS

Service Requirements

(1) General Requirements for all Nurse Corps LRP participants:
   a. Participants must retain a current, full, permanent, unencumbered, unrestricted license to practice as an RN or APRN in the state in which participants are employed during the one-year service obligation to receive service credit under the Nurse Corps LRP Continuation Contract;
   b. No more than 7 weeks (35 workdays) per service year may be spent away from the CSF or school of nursing for vacation, holidays, continuing education, illness, maternity/paternity/adoption leave, or any other reason. Any periods of leave in excess of 7 weeks (35 workdays) from the CSF or school of nursing will extend a participant’s service obligation end date and may result in a default determination.
   c. Once a participant is awarded a Continuation Contract for a particular service commitment at a CSF or school of nursing, the individual cannot switch to the other type of service commitment during the one-year continuation service period.

(2) Additional Requirement for Nurse Faculty:
   Nurse faculty must provide full-time service as faculty for a minimum of nine months per service year for a period of one year, beginning on the day following completion of service under the initial two-year contract at the Nurse Corps LRP-approved school of nursing identified in the individual’s Nurse Corps LRP Contract Continuation application.

Serving Half/Part-Time instead of Full-Time

Participants are not allowed to complete the additional one-year service obligation through part-time service.
PROGRAM SERVICE COMPLIANCE

Service Verification
The Nurse Corps LRP requires verification of compliance every six months during the participants’ service obligation. In-Service Verification (ISV) must be completed by the authorized POC at the approved CSF or eligible school of nursing and submitted through the BHW Customer Service Portal. An overdue ISV for service under the initial two-year contract may affect a participant’s eligibility for a Continuation Contract. By completing and signing the ISV, the participant and the POC are certifying the participant’s compliance or noncompliance with the full-time service requirements during the identified period. The ISV records the total number of full-time workdays that a participant was absent, for any reason, from the CSF or school of nursing during the reporting period. An ISV is different from an EVF that is submitted with the application. However, both the ISV and the EVF forms must be completed by the official POC and submitted via the BHW Customer Service Portal.

Participants and their service site must complete the ISV within 30 days of email notification that the service verification is due, and submit it through the BHW Customer Service Portal. An overdue ISV may jeopardize a participant from receiving service credit, delay or stop monthly payments, and may lead to a recommendation for default.

NOTE: APRNs, such as NPs, Certified Registered Nurse Anesthetists, Certified Nurse Midwives, or Certified Nurse Specialists employed by a professional group, such as a staffing agency, must have the ISV completed by the POC at the CSF where they work.

Leaving an Approved Service Site prior to Completion of Service
Participants must seek prior written permission before leaving a service site. If a participant voluntarily or involuntarily discontinues working at the service site without prior written approval of the Nurse Corps LRP, the individual may be placed in default of the Nurse Corps LRP Continuation Contract.

Transfer Request to Another Approved Service Site
Nurse Corps LRP expects that participants will fulfill their service obligation at the initial CSF or eligible school of nursing. The Nurse Corps LRP understands that circumstances may arise resulting in a participant’s need to leave the initial CSF or eligible school of nursing, and complete the service obligation at another approved site. If a participant can no longer continue working at the initial CSF or eligible school of nursing, the participant should immediately contact the Nurse Corps LRP through the BHW Customer Service Portal or HRSA’s Customer Care Center at 1-800-221-9393. Participants must transfer to another eligible CSF or school of nursing that falls within the same or a higher funding preference tier than the participant was initially awarded. Participants must continue to provide service in the same capacity as agreed upon in the initial two-year contract and cannot switch to the other service option.

To request a transfer to another site via the BHW Customer Service Portal, the participant should go to the “Activities” section, then to “Change My Site Request.” The request must include the reason for the transfer and an initiation of an EVF to the prospective site to determine whether it is an eligible CSF or eligible school of nursing. If the prospective site is not an eligible CSF or school of nursing in the same
or higher funding preference tier as that in which the individual was awarded under the Nurse Corps LRP contract, or is a private for-profit entity, the transfer request will not be approved.

The participant will be notified via the BHW Customer Service Portal regarding the approval or denial of their request. If approved, the participant can resume full-time service at the prospective CSF or school of nursing. Detailed instructions on how to complete a “Change My Site Request” are provided in the BHW Customer Service Portal.

Unemployment During the Service Obligation

- If there is a break in service of 30 days or less between the stop work date at the initial service site and the start date at the approved transfer site, the Nurse Corps LRP payments will not be interrupted.
- If the participant fails to resume service after 30 days of the stop work date at the initial CSF or school of nursing, the Nurse Corps LRP will stop all payments. Once the participant begins full-time service at another approved CSF or eligible school of nursing, the loan repayment payments will resume. The Nurse Corps LRP service end date may be extended.
- If a participant ceases full-time employment at the initial site and does not resume service at an eligible approved CSF or school of nursing within 90 days, the participant may be considered in breach of the contract and recommended for default.

Breaching the Nurse Corps LRP Continuation Contract

Participants are encouraged to immediately contact the Nurse Corps LRP if a situation arises in which participants are potentially unable to fulfill the service obligation. A participant who enters into a one-year Nurse Corps LRP Continuation Contract but fails to begin or complete the service obligation is liable to repay all the Nurse Corps LRP payments received for the third year of service. This includes the funds awarded and any amounts withheld for federal taxes plus interest at the maximum legal prevailing rate, from the date of the breach of the Nurse Corps LRP Continuation Contract.

Breaching of the contract may permanently disqualify an individual from receiving future awards under the Nurse Corps LRP and some other HRSA and federal programs.

Any indebtedness owed to the federal government is due within three (3) years of the participant’s breach of the contract. The debt amount will be subject to interest at the maximum legal prevailing rate from the date of breach until paid in full. Other charges and penalties for delinquent or past due debts may be assessed.

Suspensions & Waivers

The Secretary of HHS or designee may suspend or waive, in whole or in part, a Nurse Corps LRP Continuation service or payment obligation, if certain criteria are met.

(1) **Suspension** - A mechanism that provides temporary relief to a Nurse Corps LRP participant who has a short-term (not permanent) circumstance that currently makes compliance with the obligation impossible or would involve an extreme personal hardship to the participant such that enforcement of the obligation would be unreasonable. Periods of approved
suspension will extend a participant’s Nurse Corps LRP service obligation end date. Listed below are some major categories of service suspensions:

- **Medical or Personal Reasons** - A suspension may be granted for up to one year if the participant provides independent medical documentation of a physical or mental health disability, or personal circumstances, including a terminal or debilitating illness of an immediate family member, which results in the participant’s temporary inability to perform the Nurse Corps LRP obligation. Upon receipt of the written suspension request, the Nurse Corps LRP will notify the participant of the instructions for submitting further supporting documentation.

- **Maternity/Paternity/Adoption Leave** - Maternity/paternity/adoption leave will be approved by the Nurse Corps LRP upon request if adequately documented in the BHW Customer Service Portal. If participants plan to be away from their approved service site for maternity/paternity/adoption leave, participants are required to inform the Nurse Corps LRP before taking the leave. Nurse Corps LRP will allow participants to be away from their service site within the timeframes established by either the Family Medical Leave Act (up to 12 weeks) or for a longer period as permitted under state law where the participant resides, consistent with the leave policies of the employer. If participants plan to take leave beyond this time period, participants are required to request a medical suspension (see item a. above) for consideration by the Nurse Corps LRP. Requests should be submitted through the BHW Customer Service Portal.

- **Remember that a participant may be away from the Nurse Corps LRP-approved service site for no more than 35 workdays per service year; therefore, a participant’s obligation end date will be extended for each day of a Nurse Corps LRP-approved absence over the allowable 35 workdays.**

- **Call to Active Duty in the Armed Forces** - A participant who is also a military reservist when called to active duty will be granted a suspension for up to one year, which may be extended, beginning on the activation date described in the reservist’s call to active duty order. In addition to the written request for a suspension, a copy of the order to active duty must be submitted to the Nurse Corps LRP. Upon receipt of the written request, the suspension will be extended if the Armed Forces entity continues the period of active duty. The period of active military duty service will not be credited towards the Nurse Corps LRP service obligation.

(2) **Waiver** - A mechanism that permanently relieves the participant of all or part of the Nurse Corps LRP service obligation. Waivers are not routinely granted and require a demonstration of compelling circumstances. A waiver will be granted only if the participant demonstrates that compliance with the obligation is permanently impossible as a result of an extreme personal hardship such that enforcement of the obligation would be unreasonable. The request must be submitted in writing to the Nurse Corps LRP and must specify the reason(s) the waiver is being sought. The participant will be contacted directly by the Nurse Corps LRP regarding the medical and financial documentation necessary to process the waiver request.
Cancellation of a Nurse Corps LRP Obligation
A participant’s Nurse Corps LRP obligation will be cancelled in its entirety in the unfortunate event of the participant’s death. No liability will be transferred to the participant’s heirs.
APPLICATION INFORMATION

Read the Guidance in its entirety before proceeding with the application. The Guidance explains in detail the rights and obligations of individuals selected to participate in the Nurse Corps LRP. A complete understanding of the commitment to serve at a CSF or school of nursing, and the financial, legal, and other consequences of failing to perform that commitment is critical to successful completion of the mandatory service obligation associated with any Nurse Corps Loan Repayment Program Award.

APPLICATION DEADLINE

A complete online application, and all required supporting documents must be uploaded and submitted by the application deadline on October 10, 2019, 7:30 PM ET.

You must upload all required supporting documentation for the application in order to submit a complete application package. The Nurse Corps LRP will not accept documentation by fax, email, or mail. All decisions regarding applications for the Fiscal Year 2020 Nurse Corps LRP Continuation Contract awards will be made no later than September 30, 2020.

COMPLETING AN APPLICATION

Application Information
The Nurse Corps LRP application consists of:
(1) An online application,
(2) Required supporting documentation, and
(3) Additional supporting documentation (if applicable).

Online Application
Applicants are required to complete each of the sections below to be able to submit an online application.
(1) Employment
(2) Employment Verification
(3) Loan Information and Payment History
(4) Self Certification
(5) Sign Contract

Required Supporting Documentation
It is the applicant’s responsibility to upload the required supporting documents and to submit the application by the application due date and time.
(1) Payment History - Applicants must account for all funds received under the initial two-year contract by submitting a history of payments made to the lenders or holders for all approved loans listed on the PAW. The history of payments must be equal to or greater than the actual funds received from the Nurse Corps LRP from the service obligation start date to the date of the submission of the Continuation Contract application. The payment history must include
the lender’s/holder’s name and the applicant’s name and account number, and may be obtained online from the applicant’s loan servicer or lender. Applicants should call the lender or loan servicer if they are having difficulty downloading the information.

2) **Account Statements** - Applicants must submit an account statement that shows the principal and interest of their current loan balances. The account statement must include the lender’s name, applicant’s name and account number, and the current balance with the principal and interest.

3) **Disbursement Report** - Applicants may submit a Disbursement Report that shows all the loans that have been obtained. Each loan document must have the applicant’s name, the original loan amount, original loan date, type of loan, and consolidation dates, if applicable.

4) **Employment Verification Form (EVF)** - Applicants are required to review and verify the name and address of the current CSF or eligible school of nursing, and initiate an electronic EVF. The EVF must be completed by an appropriate official or authorized POC at the CSF or school of nursing. The POC should be the applicant’s immediate supervisor or an authorized agent of the human resources department at the service site. If the POC does not submit a completed EVF, or if it is not completed by the appropriate official, the application will be considered incomplete, and the applicant will not be able to submit the application.

**Additional Supporting Documentation (if applicable)**

Based on the applicant’s responses to the online application, the applicant may need to submit additional documents. Applicants are strongly encouraged to upload all supporting documents in a PDF format. Applicants are advised to check that all documents are legible, viewable, and accurate prior to submission of the application. Multiple-page documents can be scanned and saved as one document before uploading. When uploading documents to the online application, be sure that the documents do not exceed 5MB as the system restricts larger documents.

**Application Submission Process**

Applicants must submit their application by the application due date and time, and should keep a copy of the application package for their records.

Applicants are responsible for submitting a complete application and the information in the online application must match the submitted supplemental/supporting documents. Applicants may re-open and edit their applications prior to the deadline. If an application is re-opened for editing, it must be resubmitted prior to the deadline. Applicants may also withdraw their applications before the deadline. Applications deemed incomplete (e.g., missing documents, illegible documents) will not be considered for funding. HRSA will not accept requests to submit, update, or resubmit incomplete, rejected, or otherwise delayed applications after the deadline. In addition, HRSA staff will not fill in any missing information and are not responsible for contacting applicants regarding missing information.
Application Review and Award Process

Applicants will receive a receipt of submission once the application has been successfully submitted online. Applicants can verify that sections of the application are complete on the status page. Applicants will not be able to edit submitted applications. If an applicant needs to edit an application after submission but before the deadline, the applicant needs to contact Nurse Corps LRP staff or the Customer Care Center. Allow 5 to 10 business days for the Nurse Corps LRP to update your submitted documents.

1. Award payments will be made monthly over 12 months through an electronic funds transfer to the participant’s checking or savings account as identified on the banking information submitted by the participant. The participant will receive the first direct deposit within 60 days after the Nurse Corps LRP Continuation Contract service obligation begins. Participants must keep all banking information updated and current. Personal information such as banking information can be updated directly through the BHW Customer Service Portal.

2. Participants must use all Nurse Corps LRP payments received under the Continuation Contract to pay the lenders or holders of their qualifying educational loans. The Nurse Corps LRP may contact the participant’s lenders or holders to verify that award payments have been applied to reduce the Nurse Corps LRP-approved loans.

3. If for any reason a participant does not receive a scheduled payment, the participant should contact the Nurse Corps LRP through the BHW Customer Service Portal or Customer Care Center at 1-800-221-9393. If the Nurse Corps LRP has any questions concerning a participant’s eligibility for continued payments, the Nurse Corps LRP will delay payments pending the verification of the participant’s compliance with the service obligation. It is important to immediately notify the Nurse Corps LRP if any changes in your service site or employment status.

4. The NPDB will be queried as part of the application review process if the employing CSF indicates on the EVF any of the following:
   - An NPDB report has never been obtained by the employing CSF for the applicant,
   - It has been more than 18 months since the NPDB was queried by the employed CSF for the applicant, or
   - An NPDB report regarding the applicant on file with the employing CSF contains adverse information.

An applicant may withdraw the application via the BHW Customer Service Portal at any time prior to the Secretary or designee counter-signing the Nurse Corps LRP Continuation Contract. Once the contract is counter-signed by the Secretary or designee, the applicant is obligated to provide one year of full-time service at the CSF or eligible school of nursing identified in the application immediately following completion of the service obligation under the initial two-year contract. If an applicant fails to commence service on the effective date of the contract, the applicant will be in breach of the contract and may be placed in default and become permanently disqualified from receiving future awards under the Nurse Corps LRP and some other federal programs.
Termination of Signed Contract
If an individual selected for an award decides not to accept the Continuation Contract after signing it, the individual should notify the Nurse Corps LRP immediately through the BHW Customer Service Portal:

• If the Secretary’s designee has not yet countersigned the contract, the individual will not incur a service obligation or any penalty for withdrawing. If the Secretary’s designee has already signed the contract, the individual has a binding contract to complete the service obligation. Withdrawing from the program without penalty is not an option.
**ADDITIONAL INFORMATION**

**RESOURCES FOR APPLICANTS**

**Health Workforce Connector**
Health Workforce Connector (formerly NHSC Jobs Center) contains a searchable database for all Nurse Corps LRP approved service sites, including those with current job openings.

**HPSA Find**
All Nurse Corps LRP Corps participants must serve in a federally designated HPSA. The websites below allow applicants to find shortage areas by address.

- [HPSA FIND](#)
- [Shortage Areas By Address](#)

**Customer Care Center**
Any individual with questions about the Nurse Corps LRP may contact the Customer Care Center Monday through Friday (except federal holidays), 8:00 am to 8:00 pm ET.

- 1-800-221-9393 (TTY – 1-877-897-9910)

**BHW Customer Service Portal**
This web-based system will allow Nurse Corps LRP participants to communicate with Nurse Corps LRP staff, to make certain requests (e.g., suspensions, transfers, waivers), and to access the 6-month In-Service Verification Form.

**Nurse Corps LRP Social Media**
- [Nurse Corps LRP Facebook Page](#)
- [Nurse Corps LRP LinkedIn Page](#)

**DEFINITIONS**

**Community-Based Settings**

- Federally Qualified Health Center (FQHC) - FQHCs, as defined in section 1861(aa)(4) of the Social Security Act, include: (1) nonprofit entities or public agencies that receive a grant under section 330 of the Public Health Service Act or funding from such a grant under a contract with the recipient of such a grant and meets the requirements to receive such a grant; (2) entities designated as “Look-Alikes” by the Secretary of HHS (or designee) as meeting the requirements for receiving a grant under section 330 of the Public Health Service Act; and (3) outpatient health programs or facilities operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act. FQHCs include Community Health Centers, Migrant Health Centers, Health Care for the Homeless Health Centers, and Public Housing Primary Care Health Centers.
• American Indian Health Facilities - A health care facility (whether operated directly by the IHS; or by a tribe or tribal organization contracting with the IHS pursuant to the Indian Self-Determination and Education Assistance Act, codified at 25 U.S.C. 450 et seq.; or by an urban Indian organization receiving funds under Subchapter IV of the Indian Heath Care Improvement Act, codified at 25 U.S.C. 1651 et seq.), which provides clinical treatment services to eligible American Indians and Alaska Natives on an outpatient basis. For more information, please visit: Urban Indian Health Program Fact Sheet or IHS Profile.

• Native Hawaiian Health Center - An entity as defined in 42 U.S.C. § 11711(4)(a) which is organized under the laws of the State of Hawaii; (b) which provides or arranges for health care services through practitioners licensed by the State of Hawaii, where licensure requirements are applicable; (c) which is a public or nonprofit private entity; and, (d) in which Native Hawaiian health practitioners significantly participate in the planning, management, monitoring, and evaluation of health services. For more information, see the Native Hawaiian Health Care Act of 1992, as amended.

• Rural Health Clinic - An entity that CMS has certified as a rural health clinic under section 1861(aa)(2) of the Social Security Act. A rural health clinic provides outpatient services to a non-urban area with an insufficient number of health care practitioners.

• State or Local Health Department - The state, county, parish, or district entity that is responsible for providing healthcare services, which include health promotion, disease prevention, and intervention services, in clinics or other health care facilities that are funded and operated by the state or local Public Health, Health, or Human Services Departments.

• Nurse Managed Health Clinic/Center - An entity as defined in 42 U.S.C. § 254c-1a(a)(2) which is a nurse-practice arrangement, managed by advanced practice nurses, that provides primary care or wellness services to underserved or vulnerable populations and that is associated with a school, college, university or department of nursing, FQHC, or independent nonprofit health or social services agency. These clinics must serve the general public.

• Urgent Care Center - Urgent Care centers provide acute episodic care on a walk-in basis to assist patients with an illness or injury that does not appear to be limb or life-threatening and is either beyond the scope or availability of the typical primary care practice.

• Certified Community Behavioral Health Clinic (CCBHC) - A clinic that is certified as a CCBHC by a state in accordance with criteria published by the Secretary of HHS and with the requirements of the Protecting Access to Medicare Act of 2014. The criteria include requirements for staffing, availability and accessibility of services, care coordination, scope of services, quality and other reporting, and organizational authority. Certified Community Mental Health Centers (CMHCs) would also fall under this category. A CMHC is an entity that meets applicable licensing or certification requirements for CMHCs in the state in which it is located.
and provides (1) outpatient services, including specialized outpatient services for children, the elderly, individuals who are chronically mentally ill, and residents of its mental health service area who are discharged from inpatient treatment at a mental health facility; (2) 24-hour-a-day emergency care services; (3) day treatment, or other partial hospitalization services, or psychosocial rehabilitation services; and (4) screening for patients being considered for admission to State mental health facilities to determine the appropriateness of such admission.

- **Free and Charitable Clinics** - Free and Charitable Clinics are safety-net health care organizations that utilize a volunteer/staff model to provide a range of medical, dental, pharmacy, vision and/or behavioral health services to economically disadvantaged individuals. Such clinics are 501(c)(3) tax-exempt organizations, or operate as a program component or affiliate of a 501(c)(3) organization. Note: free clinic volunteer staff are not eligible for loan repayment awards.

- **End Stage Renal Disease (ESRD) Dialysis Centers** - An ESRD facility is an entity that provides outpatient maintenance dialysis services, or home dialysis training and support services, or both. ESRD facilities are described under section 1881 of the Social Security Act and 42 CFR 413.174 as being either hospital-based or independent facilities.

- **Ambulatory Surgical Center** - An entity that operates exclusively for the purpose of furnishing surgical services to patients who do not require hospitalization and in which the expected duration of services does not exceed 24 hours following admission.

- **Residential Nursing Home** - An institution that is primarily engaged in providing, on a regular basis, health related care and service to individuals who because of their mental or physical condition require care and service (above the level of room and board) that can be made available to them only through institutional facilities. This category includes a “skilled nursing facility,” which is an institution (or distinct part of an institution), certified under section 1819(a) of the Social Security Act, that is primarily engaged in providing skilled nursing care and related services to residents requiring medical, rehabilitation, or nursing care and is not primarily for the care and treatment of mental diseases; transitional facilities; assisted living; and group homes.

- **Home Health Agency** - An agency or organization, certified under section 1861(o) of the Social Security Act, which is primarily engaged in providing skilled nursing care and other therapeutic services at a patient’s home. For more information, visit this link: [Home Health Agency](#).

- **Hospice Program** - An Agency or organization, certified under section 1861(dd)(2) of the Social Security Act, that provides 24-hour care and treatment services (as needed) to terminally ill individuals and bereavement counseling for their immediate family members. Care is provided in individuals’ homes, on an outpatient basis, and on a short-term inpatient basis, directly or under arrangements made by the agency or organization. For more information, visit this link: [Hospice Program](#).
Hospitals

- Critical Access Hospital (CAH) - A facility certified by the Centers for Medicare & Medicaid Services (CMS) under section 1820 of the Social Security Act. In general, a CAH must be located in a rural area in a state that has a Medicare Rural Hospital Flexibility Program; maintain no more than 25 inpatient beds and an average annual length of stay is 96 hours or less; furnish 24-hour emergency care services 7 days a week; and be located either more than a 35-mile drive from the nearest hospital or CAH, or more than a 15-mile drive in areas with mountainous terrain or only secondary roads.

- Disproportionate Share Hospital (DSH) - A hospital that has a disproportionately large share of low-income patients and receives an augmented payment from the state under Medicaid or a payment adjustment from Medicare. Hospital-based outpatient clinics are included under this definition.

- Public Hospital - Any hospital that is owned by a government (federal, state, or local), receives government funding, and is primarily engaged in providing the following care, by or under the supervision of physicians, to inpatients: (a) diagnostic and therapeutic services for medical diagnosis, treatment, and care of injured, disabled, or sick persons; or (b) rehabilitation of injured, disabled, or sick persons. U.S. Department of Veterans Affairs hospitals and military treatment facility hospitals are also included under this definition. State psychiatric hospitals must use facility HPSA to determine site eligibility - population and geographic HPSAs cannot be used.

- Private Non-Profit Hospital - A hospital in a state that is a private non-profit entity and is primarily engaged in providing the following care, by or under the supervision of physicians, to inpatients: (a) diagnostic and therapeutic services for medical diagnosis, treatment, and care of injured, disabled, or sick persons, or (b) rehabilitation of injured, disabled, or sick persons.

Initial two-year contract – A written contract pursuant to Section 846(a) of the PHS Act, as amended, under which (1) the participant agrees to engage in a period of continuous full-time service for two consecutive years as an RN or APRN at an eligible CSF or as nurse faculty in an accredited eligible school of nursing and (2) the Secretary agrees to repay, in consideration of such service, a percentage of the amount which is outstanding on the participant's qualifying educational loans on the effective date of the initial two-year contract.

Suspension – A temporary status. A suspension of the service or payment obligation will be granted if compliance with the obligation by the participant (1) is temporarily impossible or (2) would involve a temporary extreme hardship such that enforcement of the obligation would be unconscionable. All requests for a suspension must be submitted in writing via the BHW Customer Service Portal and be supported by full medical, financial, or other relevant documentation, when applicable.
**Transfer** – Upon a written request and written approval, participants may transfer to another eligible CSF or school of nursing that falls in the same funding preference tier that the individual was initially awarded in, or higher.

**Waiver** – A permanent status. A waiver of the service or payment obligation will only be granted if compliance with the obligation by the participant (1) is permanently impossible or (2) would involve a permanent extreme hardship such that enforcement of the obligation would be unconscionable. All requests for a waiver must be submitted via the BHW Customer Service Portal, and the compelling circumstances required must be supported by full medical, financial, or other relevant documentation, where applicable.

For additional definitions, refer to the Guidance corresponding to the year of your initial 2-year Nurse Corps LRP Contract.